

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**  
***STATEWIDE WEEKLY VACANCY REPORT***

**Start Date:**  
02/08/16

**Date Down:**  
02/17/16

In compliance with West Virginia Code, Chapter 29, Article 6, Section 24, the attached job vacancy announcements are hereby posted.

**MOTOR VEHICLES  
PUBLIC TRANSIT  
STATE RAIL AUTHORITY  
TRANSPORTATION  
OFFICE ADMIN HEARING  
PUBLIC PORT AUTHORITY  
AERONAUTICS**

## HIGHWAYS

## DISTRICTS

One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten
X		X			X	X	X		X

## Executive Office Services

**Finance**  
**Equal Employment**  
**Engineering**  
**Right of Way**

**Information Services**  
**Maintenance**

## Equipment Budget

**Contract Administration**  
**Legal**  
**Human Resources**

**Traffic Engineering  
Communications Division  
Programming Division**

**Planning Division**  
**Auditing**  
**Materials Control, Soil and**  
**Testing Division**

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT ONE  
DISTRICT ONE EXPRESSWAY  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - THE EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER LIMITED SUPERVISION EMPLOYEE WILL LEAD A CREW AND PARTICIPATE IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. THIS EMPLOYEE WILL COORDINATE EQUIPMENT AND MATERIALS NEEDED, ASSIGN DUTIES TO CREW MEMBERS, COMPLETE DAILY TIME REPORTS, MATERIALS, AND EQUIPMENT USED, CHECK COMPLAINTS, QUALITY OF WORK BEING PERFORMED AND TRAIN NEW CREW MEMBERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PREFERENCE WILL BE GIVEN TO THOSE WITH A VALID CDL. CDL WILL BE REQUIRED WITHIN SIX MONTH OF EMPLOYMENT. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;  
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;  
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTENANCE WORKER.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED

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EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: FEBRUARY 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
AARON GILLISPIE  
WVDOH - DISTRICT ONE  
1340 SMITH STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DT1600124 ON APPLICATION

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TRANSPORTATION SERVICES SUPERVISOR  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 SIGN SHOP  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRSVSUP - UNDER LIMITED SUPERVISION, PERFORMS  
SUPERVISORY WORK IN COORDINATING AND OVERSEEING  
THE ACTIVITIES OF THE DISTRICT SIGN DEPARTMENT,  
BEING RESPONSIBLE FOR THE PERFORMANCE OF THE  
EMPLOYEES SUPERVISED. WILL MAINTAIN AND INSTALL  
SIGNS AND PAVEMENT MARKINGS AND THE MAINTENANCE OF  
ALL TRAFFIC DEVICES. REVIEW AND PROCESS ALL  
PAPERWORK. ACT AS AN ASSISTANT TO A PROFESSIONAL  
ENGINEER IN MATTERS WHERE ENGINEERING PRECEDENCE  
HAS BEEN ESTABLISHED. WILL PARTICIPATE IN THE WORK  
OF THE SUBORDINATES AND PERFORM OTHER RELATED  
DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN HIGHWAY CONSTRUCTION  
OR MAINTENANCE, TRAFFIC SIGN CONTROL MAINTENANCE,  
INCLUDING TWO YEARS OF WHICH MUST HAVE BEEN IN A  
SUPERVISORY CAPACITY OR LEAD WORKER CAPACITY.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: FEBRUARY 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1600331 ON APPLICATION

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STOREKEEPER II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT SIX  
DISTRICT EQUIPMENT SHOP  
MARSHALL

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STKPR2-UNDER GENERAL SUPERVISION, PERFORMS  
DUTIES IN THE ORDERING, RECEIVING, RECORDING,  
STORING AND SHIPPING OF MATERIALS. RECONCILES  
PHYSICAL AND DOCUMENTED INVENTORIES. MONITORS  
VOLUME OF SUPPLIES TO ENSURE ADEQUATE STOCK  
IS ON HAND. WILL BE RESPONSIBLE FOR THE USE  
AND RECONCILIATION PROCESS OF A STATE PURCHASING  
CARD. EXPEDITES THE PURCHASE OF EMERGENCY SUPPLIES  
AND EQUIPMENT. MAY TRAIN OR OVERSEE THE WORK OF  
LOWER CLASSIFICATION. PERFORMS OTHER RELATED  
DUTIES AS REQUIRED. A VALID DRIVER'S LICENSE IS  
REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE AS A STOCK  
CLERK, OR IN A CLERICAL CAPACITY IN CONNECTION  
WITH LARGE-SCALE WAREHOUSE OPERATIONS, OR IN  
HANDLING MATERIALS.

SALARY: PAY GRADE 005    \$18,552.00 - \$34,332.00

DEADLINE: FEBRUARY 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
GHASSAN SUWAID  
WVDOH - DISTRICT SIX  
1 DOT DRIVE  
MOUNDSVILLE, WV 26041

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OCCUPATIONAL SAFETY SPECIALIST 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT SIX  
DISTRICT 6 HEADQUARTERS  
MARSHALL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OCCSSP2-UNDER LIMITED SUPERVISION, ADMINISTERS A DISTRICT OCCUPATIONAL SAFETY PROGRAM TO ENSURE COMPLIANCE WITH FEDERAL AND STATE WORKPLACE SAFETY REQUIREMENTS. ENSURES HAZARDOUS WASTES ARE DISPOSED OF IN ACCORDANCE WITH APPLICABLE REGULATIONS. PREPARES REPORTS AND KEEPS RECORDS OF ALL INVESTIGATIONS AND INSPECTIONS. DEVELOPS AND CONDUCTS EMPLOYEE SAFETY TRAINING PROGRAMS, CONDUCTS MONTHLY SAFETY MEETINGS WITH EMPLOYEES. PERFORMS FIELD REVIEWS OF EMPLOYEE WORK PRACTICES, EVALUATES WORK SITES FOR HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. TRAVEL MAYBE REQUIRED, THEREFORE, A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN SAFETY OR INDUSTRIAL HYGIENE.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR FOR YEAR BASIS.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN OCCUPATIONAL SAFETY, INDUSTRIAL HYGIENE OR INDUSTRIAL MAINTENANCE.  
SUBSTITUTION: A MASTERS DEGREE IN SAFETY OR INDUSTRIAL HYGIENE MAY SUBSTITUTE FOR THE REQUIRED TRAINING AND TWO YEARS OF THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLE OPERATOR'S LICENSE IS REQUIRED.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

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TO APPLY:        SEND DIVISION OF PERSONNEL APPLICATION TO:  
                  GHASSAN SUWAID  
                  WVDOT - DISTRICT SIX  
                  1 DOT DRIVE  
                  MOUNDSVILLE, WV 26041

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 7  
LEWIS COUNTY HEADQUARTERS  
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. OPERATES A VARIETY OF MEDIUM SIZED EQUIPMENT USED IN THE REPAIR OF HIGHWAYS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. A VALID COMMERCIAL DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY



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MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/  
COMPLETION OF AN APPROVED TRAINING COURSE IN  
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING  
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST  
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE  
REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR  
VEHICLE OPERATOR'S LICENSE; (2) A VALID  
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS  
REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT  
OPERATION, AND MAY BE REQUIRED IN BRIDGE  
MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY  
MAINTENANCE AND BRIDGE MAINTENANCE, AT THE  
DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME  
POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION  
IN THE ASSIGNED AREAS AFTER APPOINTMENT;  
(4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION  
FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION  
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN  
AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: FEBRUARY 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
RON HOOTON  
WVDOH - DISTRICT SEVEN  
PO BOX 1228/255 DEPOT STREET  
WESTON, WV 26452

PLEASE INCLUDE POSTING NUMBER DT1600728 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 8  
DISTRICT 8 BRIDGE DEPARTMENT  
RANDOLPH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - UNDER LIMITED SUPERVISION, EMPLOYEE WILL LEAD A BRIDGE MAINTENANCE CREW AND PARTICIPATE IN THE REPAIR, RENOVATION, MAINTENANCE OR CONSTRUCTION OF BRIDGES. THIS POSITION FUNCTIONS AS A WORKING SUPERVISOR. WILL COORDINATE EQUIPMENT AND DETERMINE MATERIAL NEEDED. WILL DOCUMENT WORK ACTIVITIES AND COMPLETE DAILY REPORTS SUCH AS RECORD OF TIME, EQUIPMENT, AND MATERIALS USED. MUST HAVE THE ABILITY TO WORK AT HEIGHTS AND FOLLOW NECESSARY ENVIRONMENTAL AND SAFETY PROCEDURES. MUST POSSESS THE ABILITY TO READ PLANS, FOLLOW ORAL AND WRITTEN INSTRUCTIONS, AND PERFORM THE WORK ACCORDING TO BRIDGE MAINTENANCE STANDARDS AND REQUIREMENTS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. PERFORM RELATED DUTIES AS REQUIRED. CDL LICENSE WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;  
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;  
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-

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BRIDGE MAINTANANCE WORKER.

SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: FEBRUARY 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES A. ROSSI  
WVDOH - DISTRICT EIGHT  
PO BOX 1516  
ELKINS, WV 26241

PLEASE INCLUDE POSTING NUMBER DT1600824 ON APPLICATION

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HIGHWAY ENGINEER ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 8  
DISTRICT 8 MAINTENANCE  
RANDOLPH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ENGINEER ASSOCIATE-EMPLOYEE WILL WORK IN THE ROADWAY DESIGN SECTION. WILL ASSIST IN THE DEVELOPMENT OF PLANS AND ESTIMATES FOR VARIOUS HIGHWAY IMPROVEMENT PROJECTS. PROJECTS MAY INCLUDE RESURFACING, ROADWAY WIDENING/REALIGNMENT, SLIDE REPAIRS, AND INTERSECTION UPGRADES. PLAN DEVELOPMENT WILL INCLUDE COST ESTIMATES, USE OF MICROSTATION, CALCULATE QUANTITY TOTALS, AND PREPARATION OF PLANS AND OTHER CONTRACT DOCUMENTS FOR FINAL PROJECT SUBMITTAL. EMPLOYEE MAY ASSIST IN THE DESIGN OR INSPECTION OF LESS THAN 20' STRUCTURES. KNOWLEDGE AND EXPERIENCE USING MICROSTATION PREFERRED. EMPLOYEE WILL PERFORM OTHER RELATED DUTIES AS REQUIRED. THIS POSITION MAY REQUIRED TRAVEL, THEREFORE A VALID DRIVER'S LICENSES IS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: FEBRUARY 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES A. ROSSI  
WVDOH - DISTRICT EIGHT  
PO BOX 1516  
ELKINS, WV 26241

PLEASE INCLUDE POSTING NUMBER DT1600826 ON APPLICATION

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ADMINISTRATIVE SECRETARY  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
DISTRICT 10 HEADQUARTERS  
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ADSEC  
UNDER GENERAL DIRECTION, PERFORMS ADVANCED LEVEL WORK BY ASSUMING RESPONSIBILITY FOR ADMINISTRATIVE DUTIES UNDER THE GUIDANCE OF THE DISTRICT TEN MANAGER. APPLIES IN-DEPTH KNOWLEDGE OF PROGRAM AREAS, THE MISSION OF THE DIVISION, AND THE ADMINISTRATOR'S JURISDICTION, POLICIES AND VIEWS. PROVIDES SUPPORT SERVICES TO ADMINISTRATOR BY SUPPLYING SPECIFIC INFORMATION, COMPOSING REPORTS SUCH AS DISTRICT TEN OVERTIME SPREADSHEETS AND CORRESPONDENCE. OFFERS SOME CLERICAL SUPPORT TO THE HUMAN RESOURCE DEPARTMENT OFTEN IN MATTERS WHICH MUST REMAIN CONFIDENTIAL. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN SECRETARIAL WORK, TWO YEARS MUST HAVE INCLUDED ADMINISTRATIVE SUPPORT OR COMPLEX CLERICAL DUTIES.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
TOM CAMDEN  
WVDOH - DISTRICT TEN  
270 HARDWOOD LANE  
PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DT1601023 ON APPLICATION

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HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
DISTRICT 10 CONSTRUCTION  
MERCER

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR  
BEGINNING LEVEL TRAINING WORK TO DEVELOP  
PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS AND  
ABILITIES IN HIGHWAY/CIVIL ENGINEERING. EMPLOYEE  
IN THIS CLASS WILL PARTICIPATE IN AN ON THE JOB  
TRAINING PROGRAM UNDER THE SUPERVISION OF HIGHWAY  
ENGINEERS. ASSIGNMENTS ARE VARIED AND DESIGNED TO  
DEVELOP THE EMPLOYEE'S ABILITY TO APPLY KNOWLEDGE  
AND SKILLS IN THE CIVIL ENGINEERING FIELD FOR THE  
SOLUTIONS WHICH CONFORM TO DEPARTMENTAL POLICIES,  
RULES, AND REGULATIONS AS WELL AS PROFESSIONAL  
STANDARDS. PERFORMS RELATED WORK AS REQUIRED.  
POSITION MAY REQUIRE TRAVEL AS WELL AS VARYING  
WORK SHIFTS, INCLUDING NIGHT SHIFT. THEREFORE A  
VALID DRIVER'S LICENSES IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE IN CIVIL ENGINEERING  
FROM A REGIONALLY ABET ACCREDITED FOUR-YEAR  
COLLEGE OR UNIVERSITY. PREFERENCE IN MAKING  
APPOINTMENTS MAY BE SHOWN FOR INDIVIDUALS WITH  
TRAINING DIRECTLY RELATED TO THE TYPE OF  
POSITION TO BE FILLED. TRAINING AREAS INCLUDE  
CONSTRUCTION, MAINTENANCE, PLANNING, DESIGN,  
SOILS, STRUCTURES, AND TRAFFIC.  
SUBSTITUTION: A BACHELOR'S DEGREE IN CIVIL  
ENGINEERING TECHNOLOGY FROM A REGIONALLY ABET  
ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY OR A  
BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A  
NON-ABET ACCREDITED COLLEGE OR UNIVERSITY MAY BE  
SUBSTITUTED FOR THE REQUIRED TRAINING IF THE  
APPLICANT HAS ALSO PASSED THE FUNDAMENTALS OF  
ENGINEERING EXAMINATION ADMINISTERED BY THE WEST  
VIRGINIA BOARD OF REGISTRATION FOR PROFESSIONAL  
ENGINEERS, OR AN EQUIVALENT EXAMINATION

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ADMINISTERED BY ANOTHER STATE'S ENGINEER  
REGISTRATION ORGANIZATION.  
AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE  
CANDIDATES MAY RECEIVE PROBATIONARY APPOINTMENT  
PENDING OFFICIAL VERIFICATION OF THE QUALIFYING  
DEGREE. THE QUALIFYING DEGREE MUST BE VERIFIED  
BEFORE THE EMPLOYEE MAY BE CERTIFIED AS PERMANENT.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: FEBRUARY 17, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
TOM CAMDEN  
WVDOH - DISTRICT TEN  
270 HARDWOOD LANE  
PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DT1601024 ON APPLICATION